

CSC Adopted: October 2001, CSC Revised: _____**Class Title: Payroll Accountant****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Monitors and maintains all payroll general ledger accounts and personnel budgetary balances for all City payroll accounts. Performs reconciliation and analytical reviews. Prepares account analysis, accounting entries and financial reports and statements to ensure payroll information is accurately and properly reflected in the city's financial accounting system in a timely manner. Assists supervisor in processing payroll. Provides customer service to departments and employees on payroll related inquiries. Performs other duties as directed by supervisor.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code	ESSENTIAL FUNCTIONS
1 S	Maintains all payroll general ledger accounts by preparing reconciliations and analytical reviews, performing account analysis and accounting entries, applying final approval on semimonthly payroll expenditures, tax withholdings and other deduction journal voucher postings to the financial accounting system, applying final approval of all automated and manual payments for garnishments, FICA, state and federal withholdings, deductions for savings bonds, credit unions, and any other payroll withholding.
2 S	Monitors payroll general ledger budget personnel cost line items by coordinating with department personnel when budget transfers are required, coordinating with budget office to payroll related accounts, providing information and answering all budget related questions.
3 S	Assists the supervisor by processing employee payroll, paying taxes, making deposits for withholdings, transmitting direct deposits, preparing employer's quarterly tax return, coordinating with departments to ensure proper payments, processing garnishments, tax liens, bankruptcies and child support, annual W-2 reporting, cash advances and duplicate checks, and performing duties in the absence of supervisor.
4 S	Assists in the operation and management of the City's payroll system by recommending payroll process improvements, coordinating the development and maintenance of the automated payroll/general ledger interface, monitoring policies and procedures, providing training to payroll personnel, working with Information Systems regarding payroll enhancements and performing testing to protect the accuracy and integrity of payroll information and system.
5 S	Coordinates and monitors activities in the Payroll Agency Fund by preparing payroll year-end workpapers for external auditors, preparing year-end journal entries, adjusting entries and accruals, preparing financial reports and statements, coordinating payroll audit activities with internal and external auditors.
6 S	Processes payments by calculating worker's compensation payments and supplements for temporary workers compensation employees, and working with risk management and operating departments to determine leave and continuation of payments.

CSC Adopted: October 2001, CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of generally accepted principles and practices and laws related to payroll, taxes, and benefits. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Two years experience with a computerized payroll and financial accounting system.
Certifications and Other Requirements	N/A
Reading	Work requires the ability to read manuals, tax publications, financial statements, memorandum, reports, and general correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, as well as accounting calculations.
Writing	Work requires the ability to write memorandum, tax reports, financial statements, reports, and general correspondence.
Managerial	N/A
Budget Responsibility	N/A
Supervisory / Organizational Control	Work may require the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required.

CSC Adopted: **October 2001**, CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time		L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Copier, fax machine, filing, customer service
Sitting	C	Computer, desk work, answering telephone
Walking	O	Inter-office, to/from departments
Lifting	R	Books, files, reports, documents, office supplies
Carrying	R	Books, files, reports, documents, office supplies
Pushing/Pulling	R	Cart
Reaching	R	Books or files
Handling	F	Books, files, reports, documents, office supplies
Fine Dexterity	C	Computer keyboard, calculator, writing
Kneeling	R	Retrieval of books and files
Crouching	R	Retrieval of books and files
Crawling	N	
Bending	R	Retrieval of books and files
Twisting	R	Retrieval of books and files
Climbing	O	Stairs
Balancing	N	
Vision	C	Computer, desk work, filing, reading, customer service
Hearing	C	Telephone, co-workers, staff, supervisors, meetings
Talking	F	Telephone, co-workers, staff, supervisors
Foot Controls	N	
Other (specify)	N	

CSC Adopted: **October 2001**, CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Computer, laser or inkjet printer, copy machine, fax machine, telephone, calculator, Standard Microsoft Windows or Office software, PeopleSoft, Telnet, Internet, AS400, Intranet, DS Designer, Control D

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	N
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	N
Other (see 3 below)	N

(3)